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ER-6-4541

JAN 5 1955

MEMORANDUM FOR: Chief, Logistics Office

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SUBJECT: Courier Service for Records Center

1. Shortly after 1 January 1955 the Records Center is to be moved. As material and records requested by the Headquarters components must be delivered from the Center, it appears that the most efficient method of operation is to have [redacted] assume full responsibility for such delivery. At the present time this cannot be done because of lack of personnel [redacted]

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2. In order that the delivery service will be available when the Records Center is moved, the Logistics Office will provide the service until [redacted] is in a position to assume the responsibility. At that time [redacted] will be given two courier ceiling slots, together with related funds, and the Logistics Office will arrange for the transfer of the assignment of a panel truck to [redacted]

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[redacted] will then assume full responsibility for delivery of file material and records with personnel and vehicle [redacted]

3. [redacted] is authorized to arrange immediately for the recruitment and clearance of two courier type personnel. This may be accomplished by double slotting against the present Logistics Office table of organization.

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*W G Lloyd /s/*  
L. R. WHITE  
Deputy Director  
(Administration)

cc: Assistant Director for Personnel  
Management Staff

SA/DDA:WHM:hh (4 Jan 55)

1 - DD/A chrono

1 - DD/A subject ✓

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NO CHANGE  
IN CLASS. STATUS  
NEXT REVIEW DATE 10  
NO. POS 2  
REV CLASS C  
REV COORD.  
AUTH. HR 7  
25X1  
25X1  
25X1A6  
25X1